



KONICA MINOLTA

The essentials of imaging

**bizhub** 163/211

**TWAIN**

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**User Manual**



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# Introduction



# 1 Introduction

Thank you for purchasing this machine.

This manual provides the information required to use this machine for scanning.

Be sure to read this manual before performing any operations.

For precautions concerning the use and safety of the machine, refer to the user manual provided with the machine.

Store the CD-ROM and user manuals provided with the machine in a safe place.

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## 1.2 Explanation of manual conventions

The marks and text formats used in this manual are described below.

### Safety advices



## DANGER

**Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.**

→ Observe all dangers in order to prevent injuries.

---



## WARNING

**Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.**

→ Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

---



## CAUTION

**Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.**

→ Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

---

### Sequence of action

**1** The number 1 as formatted here indicates the first step of a sequence of actions.

**2** Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

**?** Text formatted in this style provides additional assistance.

→ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

## Tips



...

### Note

*Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.*



...

### Reminder

*Text highlighted in this manner contains information that should be reminded.*



### Detail

*Text highlighted in this manner contains references for more detailed information.*

## Special text markings

[Stop] key

The names of keys on the control panel are written as shown above.

### MACHINE SETTING

Display texts are written as shown above.



---

# 2

## Setting up for scanning





## 2 Setting up for scanning

If the enclosed TWAIN driver is installed on the computer, this machine can be used to scan a document and send it to the computer.

For scanning, an environment that includes the following software and hardware is required.

Item	
Compatible operating systems	Windows Vista/Windows XP/Windows Server 2003/ Windows 2000/Windows Me/Windows 98 SE Windows Vista x64 Edition/Windows Server 2003 x64 Edition/Windows XP Professional x64 Edition
Computer applications	TWAIN-compatible image-processing software (such as, Adobe Photoshop or Acrobat Professional)
Connection port	Compliant with USB V. 2.0, 10Base-T/100Base-TX (when the optional network interface card NC-503 or image controller IC-206 is installed)



**Reminder**

*The TWAIN driver is not compatible with Windows 95/98/NT 4.0.*

**Installing the printer driver**

- Please refer to the folder "Installation" of the CD.





## **Scanning a document**



## 3 Scanning a document

The document can be scanned using either the automatic document feeder or the original glass.

### 3.1 Using the automatic document feeder

Use the automatic document feeder to continuously scan multiple documents.

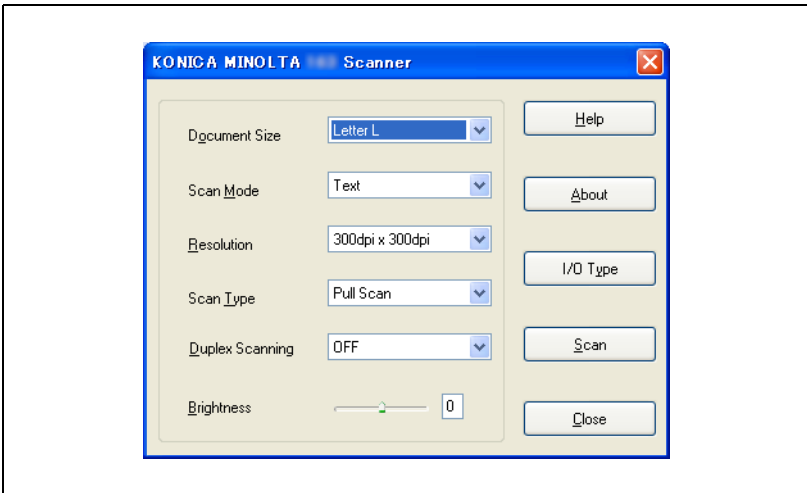
**Note**

*Automatic document feeder DF-502 and reverse automatic document feeder DF-605 are available options.*

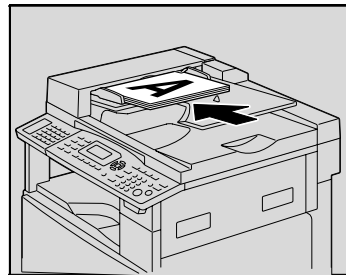
- 1** Start the application (imaging software, Adobe Photoshop, etc.) on the computer.
  - As an example, the procedure using Adobe Acrobat 6.0 Professional is described below.
- 2** Click "File".
- 3** Point to "Create PDF", and then click "From Scanner".
- 4** Select the device from the dialog box, specify the desired settings, and then click the [Scan] button.

## 5 Specify the necessary settings.

- Refer to "Driver settings" on page 4-3.
- The "Duplex Scanning" is appears only if optional reverse automatic document feeder DF-605 is installed.



## 6 Load the document face up in the document feed tray of the automatic document feeder.



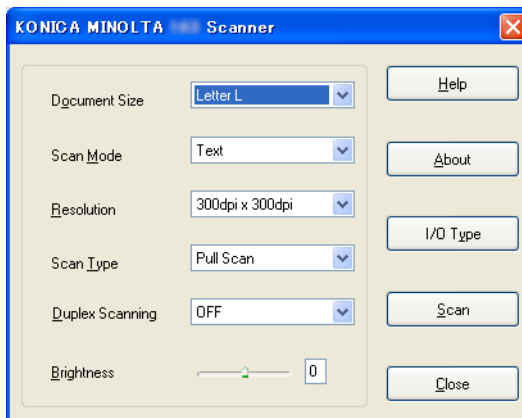
## 7 Click the [Scan] button.

- If "Pull Scan" was selected from the "Scan Type" drop-down list in the driver settings dialog box, scanning begins.
- If "Push Scan" was selected from the "Scan Type" drop-down list in the driver settings dialog box, a message appears on the computer screen and in the control panel display, indicating that scanning begins when the [Start] key on the machine is pressed. Press the [Start] key and then, scanning begins.

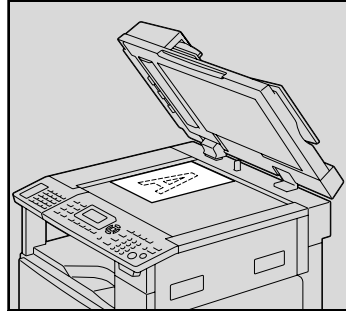
## 3.2 Using the original glass

Use the original glass when scanning a book.

- 1 Start the application (imaging software, Adobe Photoshop, etc.) on the computer.
  - As an example, the procedure using Adobe Acrobat 6.0 Professional is described below.
- 2 Click "File".
- 3 Point to "Create PDF", and then click "From Scanner".
- 4 Select the device from the dialog box, specify the desired settings, and then click the [Scan] button.
- 5 Specify the necessary settings.
  - Refer to "Driver settings" on page 4-3.
  - The "Duplex Scanning" is appears only if optional reverse automatic document feeder DF-605 is installed.



- 6 Place the document page face down on the original glass.
- Align the document with the document scales at the top and at the left side of the original glass.



- 7 Click the [Scan] button.
- If "Pull Scan" was selected from the "Scan Type" drop-down list in the driver settings dialog box, scanning begins.
  - If "Push Scan" was selected from the "Scan Type" drop-down list in the driver settings dialog box, a message appears on the computer screen and in the control panel display, indicating that scanning begins when the [Start] key on the machine is pressed. Press the [Start] key and then, scanning begins.



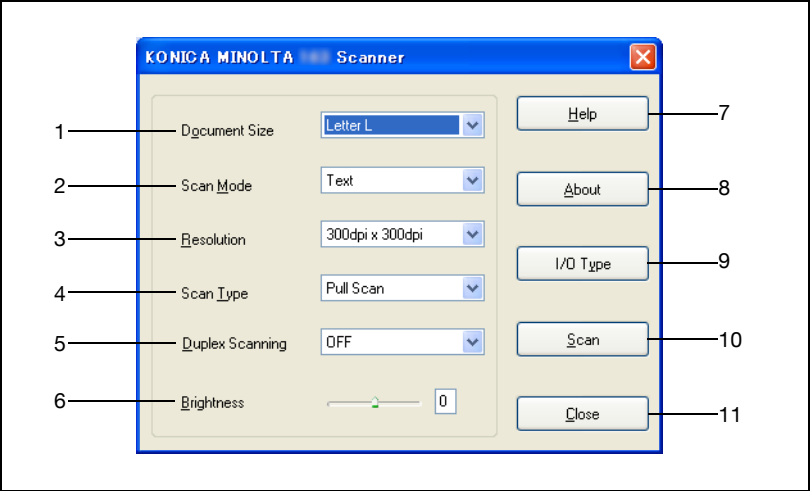



## **Driver settings**



# 4 Driver settings

## 4.1 TWAIN scanner driver

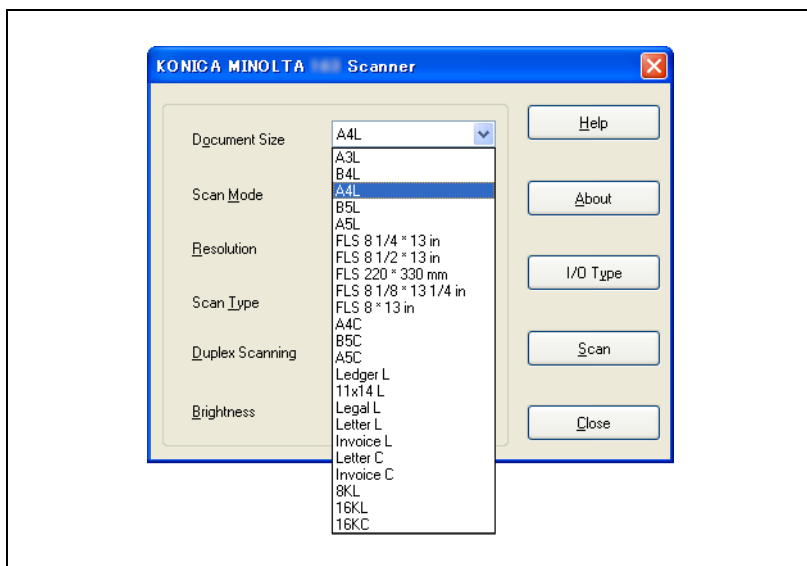


No.	Item	Settings
1	Document Size	A3L, B4L, A4L, B5L, A5L, FLS 8 1/4 * 13 in, FLS 8 1/2 * 13 in, FLS 220 * 330 mm, FLS 8 1/8 * 13 1/4 in, FLS 8 * 13 in, A4C, B5C, A5C, Ledger L, 11 x 14 L, Legal L, Letter L, Invoice L, Letter C, Invoice C, 8KL, 16KL, 16KC Refer to "Document Size" on page 4-4.
2	Scan Mode	Text (default), Photo Refer to "Scan Mode" on page 4-5.
3	Resolution	150 dpi x 150 dpi, 300 dpi x 300 dpi, 600 dpi x 600 dpi Refer to "Resolution" on page 4-6.
4	Scan Type	Push Scan, Pull Scan (default) Refer to "Scan Type" on page 4-7.
5	Duplex Scanning	OFF (default setting), ON For details, refer to "Duplex Scanning" on page 4-8.   ... <b>Note</b> <i>The "Duplex Scanning" is appears only if optional reverse automatic document feeder DF-605 is installed.</i>
6	Brightness	-4 to 4 (The default setting is "0".) Refer to "Brightness" on page 4-9.

No.	Item	Settings
7	[Help] button	Click this button to display the Help.
8	[About] button	Click this button to display the software version information.
9	[I/O Type] button	Click this button to check and change the USB and network connection settings. Refer to "I/O Type" on page 4-9.
10	[Scan] button	Click this button to scan the image.
11	[Cancel] button	Click this button to stop scanning.

## Document Size

From the drop-down list, select a document size to specify the size of the document to be scanned.



### Note

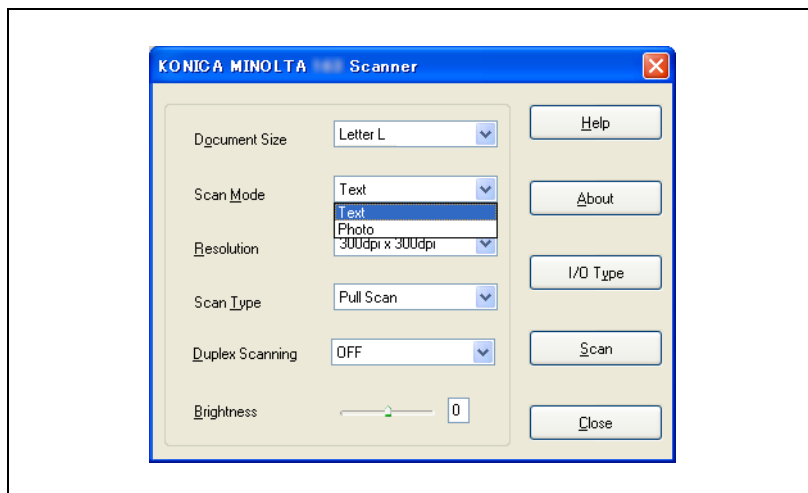
*If the scanned image is larger than the specified document size selected in the Document Size drop-down list, any part of the scanned image larger than the specified size is erased.*

*If the scanned image is smaller than the size selected in the Document Size drop-down list, the image is scanned at the specified size.*

## Scan Mode

Two settings are available in the "Scan Mode" drop-down list.

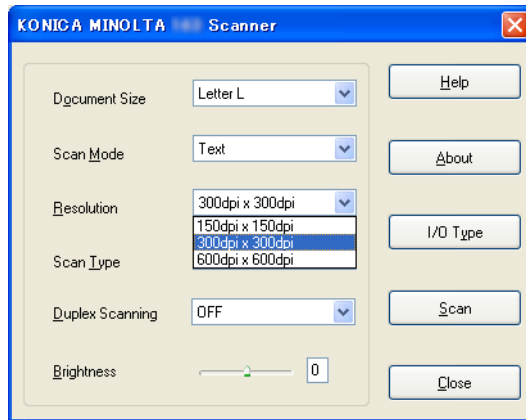
- Text: Select this setting for normal documents.
- Photo: Select this setting for photos.



## Resolution

Three settings are available in the "Resolution" drop-down list. Select the setting appropriate for the desired use.

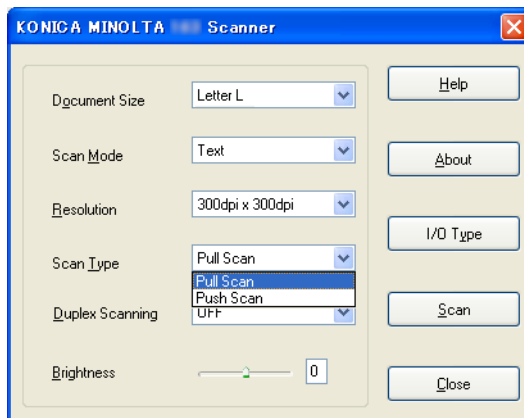
- 150dpi×150dpi: This resolution is appropriate for standard text sizes.  
A highly efficient scanning operation is performed.
- 300dpi×300dpi: This higher resolution is appropriate for small text sizes.  
This resolution is selected as the default setting.
- 600dpi×600dpi: This high resolution is appropriate for images of  
landscapes and people.



## Scan Type

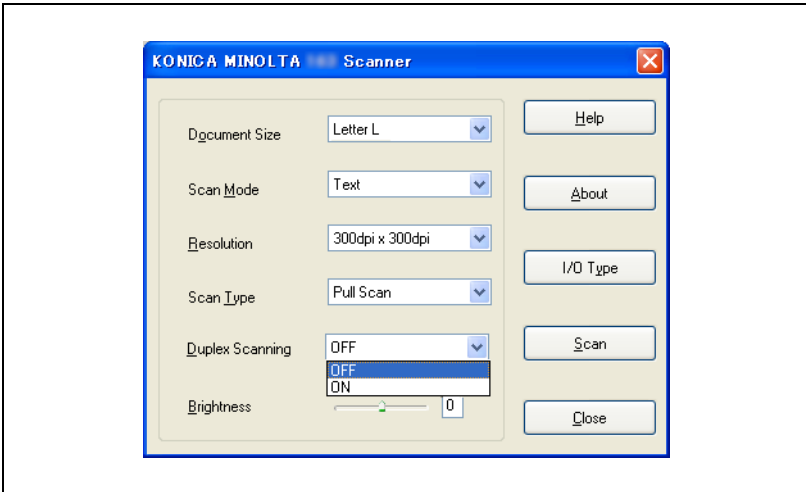
From the "Scan Type" drop-down list, select either "Push Scan" or "Pull Scan".

- Pull Scan: With this scanning method, clicking the [Scan] button in the driver starts scanning.
- Push Scan: With this scanning method, pressing the [Start] key on the machine's control panel starts scanning.



## Duplex Scanning

Select "OFF" or "ON" from the drop-down list.



### Note

*The "Duplex Scanning" is appears only if optional reverse automatic document feeder DF-605 is installed.*



## Brightness

The brightness of colors can be adjusted. The default setting is "0".

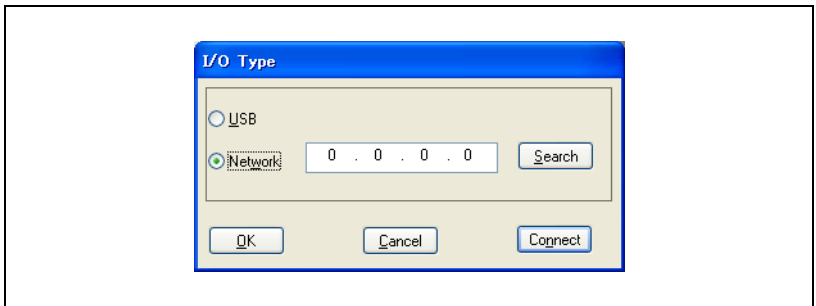
The brightness can be set between -4 (darker) and 4 (brighter).

## I/O Type

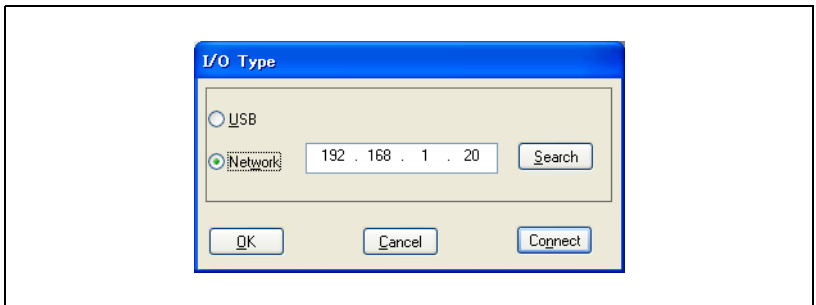
The I/O Type dialog box appears. A USB connection or a network connection can be selected.

- If a network connection is selected, the IP address can be specified or changed as described in the following procedure.

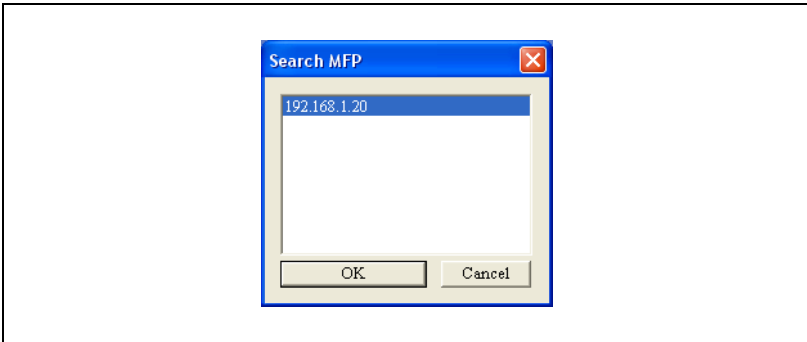
- 1 Select "Network".



- 2 Type in the new IP address or the IP address to be changed.



- Click the [Search] button to display the IP addresses of devices connected to the network. Select the appropriate IP address, and then click the [OK] button.



- 3** After the IP address is set, and then click the [OK] button.

#### **Help**

- Click this button to display the Help screen.

#### **About**

- Click this button to display the software version information.

#### **Scan**

- Click this button to scan the document.

#### **Cancel**

- Click this button to stop scanning.



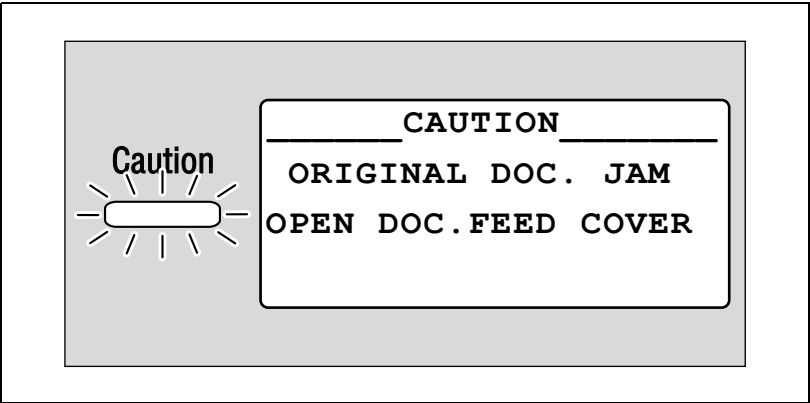
## Error messages



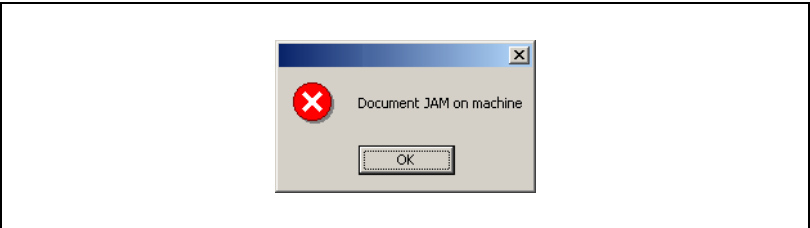
# 5 Error messages

## 5.1 Paper misfeeds

*Control panel message*



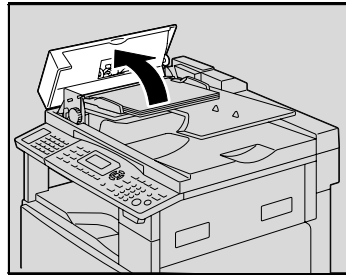
*Computer display message*



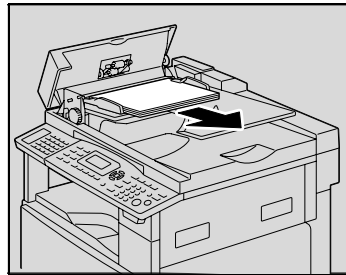
Cause	Remedy
A paper misfeed occurred in the automatic document feeder or reverse automatic document feeder.	Open the misfeed-clearing cover and the automatic document feeder, and then remove the misfed paper. For details on performing the operation, refer to "Clearing a misfeed in the automatic document feeder" on page 5-4. When the misfed paper is removed, the memory size (percent) returns to its original value.
All misfed paper was not removed from the automatic document feeder or reverse automatic document feeder.	

### Clearing a misfeed in the automatic document feeder

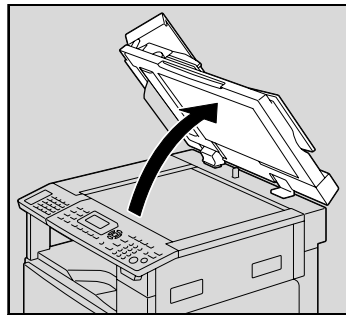
- 1 Open the misfeed-clearing cover.



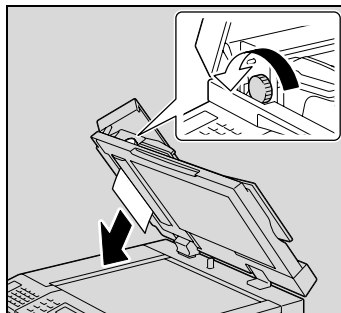
- 2 Remove all document pages from the document feed tray.



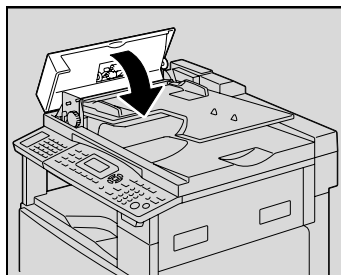
- 3 Lift open the automatic document feeder.



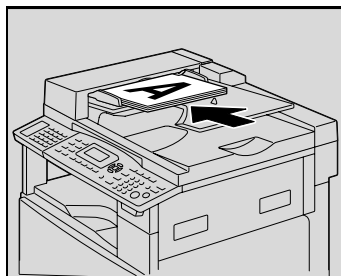
- 4 While turning the knob on the automatic document feeder in the direction of the arrow, slowly pull out the document.



- 5 Close the automatic document feeder and the misfeed-clearing cover.



- 6 Load the documents removed in step 2 back into the tray.

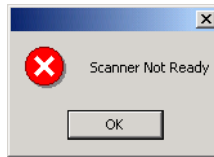


#### Reminder

*If the message "RETURN ORIGINAL to ORIG. GLASS and PRESS START KEY" appears on the display, return the document pages that caused the misfeed to their original positions.*

## Transmission error

### Computer display message



Cause	Remedy
The machine has not started up.	<ul style="list-style-type: none"> <li>• Turn off the machine, and then check that the USB cable and network cable are correctly connected.</li> <li>• After checking the USB cable and network cable, turn on the machine again.</li> <li>• If the error is still not corrected, contact your technical representative.</li> </ul>
A system crash may have occurred on the computer or the machine during transmission.	
The USB cable or network cable was not correctly connected during transmission.	

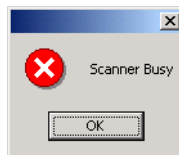


#### Note

*The network cable can be used only when the optional network interface card NC-503 or image controller IC-206 is installed.*

## Scanning

### Computer display message

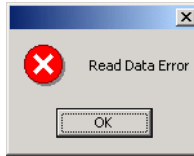


Cause	Remedy
If a TWAIN scan job is sent at the same time as a copy job, the machine may stop while scanning.	Wait until the copy or scan operation is finished.



## Scanning error

### *Computer display message*



Cause	Remedy
An error occurred while the machine was reading data during scanning.	<ul style="list-style-type: none"> <li>• Turn off the machine, and then check that the USB cable and network cable are correctly connected.</li> <li>• After checking the USB cable and network cable, turn on the machine again.</li> <li>• If the error is still not corrected, contact your technical representative.</li> </ul>



#### **Note**

*The network cable can be used only when the optional network interface card NC-503 or image controller IC-206 is installed.*

## Automatic document feed no paper

### *Computer display message*



Cause	Remedy
There is no paper in the automatic document feeder (reverse automatic document feeder) when duplex scanning is selected.	Add paper to the automatic document feeder (reverse automatic document feeder).

## Other machine errors

### *Computer display message*



Cause	Remedy
The automatic document feeder or the misfeed-clearing cover is open while a document is being scanned from the automatic document feeder.	Refer to the user manual. When the misfed paper is removed, the memory size (percent) returns to its original value.
There may be problem with the transmission of commands between the TWAIN driver and the machine.	Check the USB cable and network cable connected to the machine.



#### **Note**

*The network cable can be used only when the optional network interface card NC-503 or image controller IC-206 is installed.*